

# A Plan of Organization for Small Libraries

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**Kansas City  
Public Library**



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# A Plan of Organization for Small Libraries

Methods of Work  
Lists of Supplies and Aids

By

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The Boston Book Company  
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By MRS. MINNIE CLARKE BUDLONG

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## PREFACE

This plan for the organization of small libraries is an attempt to enable untrained librarians to do systematic work. Only the simplest methods are advocated and few technical terms used. In charge of a library of 500 to 5000 volumes is usually found a librarian without an assistant and also without technical training and often without experience in the work. This treatise suggests methods making not too great demands upon time nor technical skill and still sufficiently scientific to expand as the library grows so that the work accomplished will not have to be done over when the library reaches 5000 volumes.

It is recommended that all orders for books be made out on order cards which will be kept and used as the shelf list and accession record. For the smallest libraries all cards may be filed alphabetically by author and the books may be shelved in the same order. Or fiction cards and books may be alphabetized by author and non-fiction be arranged by subjects and alphabetized under class numbers. Methods of work from the selection of the book until it is ready for circulation and eventually withdrawn are described in detail and lists of supplies needed are given. There are suggestions and lists of aids for equipment, for care of books, for library economics, for publicity and allied activities. A brief history of the library movement in America leads to the relations between the librarian and the board, the schools, the teachers and the community; and to suggestions given for making the library an attractive center in community life.

There is no claim for originality in this work. Many lists, articles, pamphlets and books have been consulted and libraries visited with the purpose of learning the shortest business-like methods in library work and the simplest way to present library science to the worker who has not yet had a course at library school. To have complete and accurate records and still leave the librarian time and vitality for the

inspirational side of the work is the goal of library methods.

It is hoped this work will call the attention of librarians to the benefits to be derived from keeping their state agency for library extension informed of their problems and needs. At least 36 states have some form of assistance or supervision for library development. These boards or commissions are designated by different titles, but have the same general duties. The name is Library Commission in 26 states—Arkansas, Colorado, Connecticut, Delaware, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Jersey, North Carolina, North Dakota, Pennsylvania, South Dakota, Vermont, Washington, Wisconsin. In 9—Alabama, California, New Hampshire, New York, Ohio, Oregon, Tennessee, Texas, Virginia—the agency is known as State Library. In Wyoming, traveling libraries and library instruction have been started from the University library. The first step in any phase of library activity should be correspondence with the secretary or director of the state agency for such work. Throughout this text, the name Public Library Commission is used to designate any state agency doing library extension work.

This was first prepared as a graduation thesis in the Wisconsin Library School. With additions to fit it for its special purpose of instruction in North Dakota, it was published by the North Dakota Public Library Commission in 1910. After six years of practical use, the first edition being exhausted, the pamphlet was thoroly revised (1916), much of the matter being rewritten and all of it brought up to date. The changes in this (1917) edition are principally those needed to fit the text for more general use. Additional addresses are given, new editions of various publications noted and some changes made in supplies.

# Introduction

## AMERICAN LIBRARY ASSOCIATION

The initial movement towards systematic library work in the United States was made at the Centennial, Philadelphia, 1876. Then was formed the American Library Association popularly known as the A. L. A. to which is due credit for the phenomenal growth of library science in this country. The promoters of this organization assisted by the Bureau of Education and Library of Congress manufactured the essential tools of the trade, the first of which is the A. L. A. catalog.

**A. L. A. Catalog. 1904.** This volume sometimes called the librarian's Bible was prepared by specialists, edited by Melvie Dewey under the management of the New York State Library and printed by the Library of Congress. It contains a list of 8,000 volumes specially selected for first purchase in small libraries.

In the first part of the catalog these volumes are arranged by subjects under the arbitrary class numbers of the Dewey decimal system. For instance, under 520 are grouped all publications on astronomy, 530 physics, 540, chemistry.

In the second part called subject index, subjects alphabetically arranged are given, followed by the class number under which they may be found, as astronomy, 520, physics, 530, chemistry, 540.

In the third or dictionary part of the catalog, titles, subjects and authors are alphabetized together followed by the class number under which detailed information concerning them is grouped in part 1.

Any one knowing the class to which a book belongs can at once find its entry in part first alphabetically with title, date, series, publisher, price and often a note giving the contents, scope or characteristics of the book. Any one not knowing the class number, on looking in the third or dictionary part under either author, title or subject finds the class number of the

## INTRODUCTION

book which leads to the same information. This catalog may be obtained from the Superintendent of Documents, Washington, D. C., in paper binding for \$1.00, and should be one of the first possessions of every library.

**A. L. A. Catalog. 1904-1911.** A supplement to the 1904 catalog has been edited by Elva L. Bascom. It follows the plan of the first catalog and contains about 3,000 annotated titles of the best books published, 1904-1911. This is an important aid in every library, price, \$1.50.

**Dewey Decimal Classification.** The decimal classification arranged by Melvie Dewey and published by the Library Bureau in 1899 is the second great tool of the trade. This is an arrangement of subjects under arbitrary numbers so that classification in libraries may be uniform. By means of decimals, subjects can be minutely subdivided.

The first general division is as follows :

000	General works
100	Philosophy
200	Religion
300	Sociology
400	Philology
500	Natural science
600	Useful arts
700	Fine arts
800	Literature
900	History

Each general number is subdivided as

900	History in general
910	Geography and travels
920	Biography
930	Ancient history Modern history
940	Europe
950	Asia
960	Africa
970	North America
980	South America
990	Oceanica and the polar regions

The use of decimals permits of subdividing geographically

900	History in general
940	" Europe



## DEWEY DECIMAL CLASSIFICATION

945	History	Italy
945.7	"	Naples
945.78	"	Calabria

or of dividing chronologically as

970	North America	
973	United States	
973.1	Discovery	1607
973.2	Colonial	1607-1779
973.3	Revolution	1779-1789
973.4	Constitutional	1789-1809
973.5	War of 1812	1809-1845
973.6	War with Mexico	1845-1861
973.7	Civil war	1861-1865
973.8	Later 19th century	1865

or the two methods may be combined as

900	History in general	
970	"	North America
973	"	United States
973.7	"	Civil war
973.73	"	Special campaigns and battles
973.731	"	Campaign of 1861
973.7311	"	Operations in Charleston harbor. Bombardment of Fort Sumter.

This book is not needed until a library is ready to classify. A library can be successfully managed up to about 3,000 volumes without classification. Public Library Commissions often assist in classifying whenever there is a librarian with sufficient training or experience to continue the work.

**Cutter's Rules.** In 1904 the Government Printing Office issued the 4th edition of Cutter's rules for a dictionary catalog. This was a part of the Bureau of Education's special report on libraries. In 1908 the American Library Association published the "American edition" of "Catalog rules" which may be obtained from the secretary of the A. L. A. Publishing Board for 60 cents.

**Subject Headings.** In 1911 a third edition of a "List of subject headings for use in dictionary catalog," prepared by a committee of the A. L. A. was issued by the A. L. A. Publishing Board. This is indispensable to uniformity in cataloging. Cutter's rules and subject headings are not needed until a library is ready to catalog and this can seldom be satisfactorily managed before a trained librarian is employed.

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**Guide to study and use of reference books.** In 1908 the second edition of "A Guide to study and use of reference books," prepared by Alice Bertha Kroeger, was published by the A. L. A. Publishing Board, price, \$1.50. A third edition, January, 1917, contains one and a half times as many titles as the old edition and may be obtained from the A. L. A. Publishing Board at \$2 50

This work is of great help in the study and use of reference books, and is needed in libraries containing over 5,000 volumes.

**A. L. A. Booklist.** The A. L. A. Booklist is published monthly ten months in the year, September to June, inclusive. This continues the work of the A. L. A. Catalog, keeping it up to date, and is indispensable for book selection in any library. It is so important a publication that it is sent free to librarians by many Public Library Commissions. Copies should always be saved and bound annually.

**A. L. A. Bulletin.** The foregoing are but a few of the many publications of the A. L. A. since its organization, and serve to show the importance of its work in the development of library science. Among its periodical publications is the Bulletin, issued six times each year and sent free to members of the association. Since 1907 this has been the official organ of the A. L. A.

**Carnegie Foundation.** Andrew Carnegie recognized the importance of the work of the A. L. A. Publishing Board by endowing it in 1903 with \$100,000. This foundation makes possible the publication of many lists and pamphlets of great aid particularly to small libraries. A. L. A. publications may be purchased at the office of its secretary, 78 E. Washington St., Chicago. The association gathers once a year at different places in the United States and Canada for a week of meetings devoted to discussion of all topics relating to its field of work. Any library, librarian or library organization may become a member by payment of initiation fee and annual dues. This entitles the member to the bulletin including the printed report of the meeting and addresses in full.

## DEVELOPMENT OF LIBRARY MOVEMENT

The small library usually has its beginning in one of the following ways:

## DEVELOPMENT OF LIBRARY MOVEMENT

1. **Private beneficence.** This results from the enthusiasm of one or more individuals and the library may reach any size from a few books in a home loaned systematically, to large memorial buildings supplied with every convenience and administered by latest methods.

2. **Clubs.** Study clubs have been instrumental in the foundation of many small libraries. Books bought for study of programs have formed the nucleus. Additions from funds raised by entertainments or subscriptions have adapted the collection to community needs. It is usually housed in a room where rent, heat and light are free and is cared for by volunteers until such time as public interest secures its recognition as a city department through an appropriation by the city council or the voting of a city tax.

3. **School libraries.** Consolidation of schools and development of community centers are bringing about a change in school libraries. Many of them now aim to supply the homes with reading as well as the school room with reference books. School directors and county, township or village officers cooperate to make the school library the center of recreation and information thruout the district. Sometimes a teacher is paid extra for taking charge of the library. Oftener she is freed from the class room for one or more periods to give her time for the work. Sometimes a high school pupil or other assistant is employed to do the work. There is need of wider recognition of the fact that there is much tedious detail in library work and time for its performance is essential to the satisfactory operation of a library.

4. **Traveling libraries.** Traveling library stations supplied by state library commissions may grow into permanent libraries. Boxes of 50 books are loaned for six months and then exchanged for other collections. These are sent to schools or to the homes of responsible parties, preference being given to central locations such as post offices, general stores or community centers.

5. **City support.** The ideal library is started under city patronage. It has room in the city hall where rent, heat and light are free. It has an appropriation or tax from the city sufficient to employ a trained librarian who will study the needs

## INTRODUCTION

of her community, make wise selection of books and give a business like administration to library and reading room.

### PUBLIC LIBRARY COMMISSIONS

In all these varying forms of library activity the Public Library Commission takes the deepest interest. It is organized to foster and aid the growth of library sentiment and aims to increase the efficiency of existing libraries as well as to aid in the establishment of new stations. It will help in

- a. Organizing libraries
- b. Selecting books
- c. Buying books at lowest prices
- d. Suggesting best methods of preparing books for circulation
- e. Arranging loan system
- f. Collecting and preparing statistics
- g. Making the library attractive
- h. Interesting the public
- i. Creating sentiment for a tax
- j. Planning a building

The commission sends free several forms and blanks which make the work easier. When in need of help in any phase of library activity or in doubt on any question of library economy write the Secretary of Public Library Commission, or Director of your State agency for library extension.

### LIBRARY BOARDS

**Library board.** When a library outgrows the care of individuals or clubs it is organized under a library board. These boards are appointed in various ways; in some states by the mayor or city council or commission; in others by the school board. That town is fortunate which numbers on its library board representatives from the literary, business, social and educational activities of the city.

**Members.** Library boards usually consist of five to nine members (one or more being women). They should meet on a regular evening once a month to hear the report of the librarian, to confer with her on plans and to audit bills.

**Duties.** The library board has authority to employ the librarian and assistants, to direct expenditures and to outline the general plan of the work. Details of the work should be

## LIBRARY BOARDS

left to the librarian, who is the executive officer of the board and who should report specifically on the month's work at the regular meetings of the board.

**Committees.** The board should appoint from its members committees on various phases of its work as finance, library, building, publicity.

The committee on finance should examine and report monthly on all bills against the library and make an annual report on all sources of income and expenditure. One copy of this report should be kept by the secretary of the library board, one should be sent to the city officer or board by whom the library board is appointed and one sent to the Public Library Commission.

The committee on library should aid in the framing and enforcement of all rules and regulations governing the library and reading rooms, and assist in book selection. The librarian should prepare lists of books for immediate purchase. These should be examined by the library committee, and all but the smallest orders should be submitted to a full board meeting.

The committee on building should have charge of the building or rooms, their repair, improvement, heating, lighting and furnishing.

The committee on publicity should see that the public is kept informed thru the papers or other medium of the work being done in the library, of the ways in which the library can interest and aid its patrons and of the library's needs. Each member of the board should be active in creating popular enthusiasm for library work and in diffusing accurate knowledge of library methods. The tendency in library science is toward fewer rules and simpler methods. The restrictions formerly placed about books resulted in a generation of non-readers. "Save the book" was once the motto of the librarians. Now it is, "Service to the individual." Books are no longer wrapped in dingy covers. Some libraries dare dispense with guarantors and cash deposits. Every effort is being made to draw all citizens to the library as to their home and to make them realize that it is their tool to use in work and play.

## THE LIBRARIAN

**Duties.** The librarian should cultivate friendly relations with the board members, keeping them informed of the activi-

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ties and needs of the library and being prepared at any time to furnish an exact financial and statistical report. She should aim to conduct a business-like library in which order and system prevail, to win the patronage of the public by helpful and courteous treatment and by her enthusiasm to make of the library an inspirational aid in community life. The librarian who is interested in her work and who proves herself efficient should be allowed freedom in planning as well as executing the work and should be heartily supported by an interested and appreciative public.

The librarian should be privileged to use fine money for the petty supplies lack of which would hamper the work if the purchase were delayed until the board meets, giving an itemized account of all such expenditures at the next meeting.

**Discipline.** It is absolutely essential that a library be kept quiet and free from disorder. No loud talking and laughing can be permitted. Usually a word of explanation to offenders is sufficient. If they persist in disorder it may be necessary to deprive them of the privileges of the library for a time. In extreme cases call on the library board and city officials. Never forget that the library is a part of the city administration and entitled to the protection of city laws and officers.

**Hours of opening.** Hours and days of opening will depend upon the need of the community and the amount of salary that can be paid a librarian. Whenever possible the smallest library should be open at least every afternoon from 4 to 6 o'clock and Wednesday and Saturday evenings from 7 to 9. In employing the librarian it should be remembered she must spend much time in mechanical work not included in the open hours of the library. Volunteers or members of the board will sometimes assist in keeping the room open the maximum number of hours.

**Vacation.** Two weeks' vacation may be long enough for the librarian who keeps open only part of the day, but librarians employed all the working days need a month's vacation on full pay to recruit the nervous energy which is so important a part of their equipment for the work. Whenever funds permit there is a growing sentiment in favor of defraying part or all of the librarian's expenses to state library and A. L. A. meetings, experience proving the money is well spent in the renewed enthusiasm and advanced knowledge secured by such attendance.

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## Part I

### METHODS OF WORK

The processes involved and aids needed from the repairing of old books and the selection of new thru their preparation and circulation to their final withdrawal will be described as briefly as thoroughness permits.

### PREPARING OLD BOOKS

If there is already on hand a collection of books when organization of a library begins, it is often advisable to divide them into four classes:

1. Books in condition for circulation.
2. Books which from contents or condition should be withdrawn from circulation.
3. Books needing cleaning and mending.
4. Books worth rebinding.

Books should be rebound

- a. When one or more sections are loose at the front or back of the book.
- b. When the sections are all loose, so that the back of the book is in a condition best expressed by the term 'accordion plaited.'
- c. When the cover is entirely off."

For prices and further particulars concerning rebinding, write the Public Library Commission.

**Repairing books.** \* "Books belonging to a library should never be replaced on the shelves after having been out without first being carefully examined for loose leaves, tears, marks, dirt spots, etc. . . ."

1. **Cleaning books.** Clean books are essential if the libra-

\* From revised edition of "How to care for books in a library" by Mrs. Harriet Price Sawyer, Chief of Instruction Dept., St. Louis Public Library.

rian is to insist upon their proper care. All pencil marks should be erased. Soiled pages can be cleaned with powdered pumice stone, rubbed on with a piece of clean cheese cloth, with ivory soap and water, or sometimes, with simply an application of clear water with soft cloth or sponge. Dust and soot may be removed by the use of absorene or some other good wall paper cleaner. Use ink eradicator for removing ink spots. Book covers may be cleaned with powdered pumice stone, ivory soap and water, or vinegar and water. For the latter take two parts good vinegar and one part water; apply with clean unbleached muslin and rub hard until the dirt is removed. Vinegar should not be used on leather bindings.

**2. Torn leaves.** Place a loose sheet of waste paper under the torn leaf, tear or cut with an ivory folder or a very dull knife, a piece of onion skin paper the size and shape to correspond with the tear and about one-half or three-fourths of an inch wide. Apply a very thin smooth coat of paste to this strip and paste carefully over the tear. Place a loose sheet of paper over this, close the book, weight and let dry. All tears in whatever book you may find them should be mended immediately.

**3. Loose leaves.** Loose leaves should be replaced immediately. The method most generally approved by experienced librarians is called "tipping in." Place the loose leaf on a sheet of waste paper, then cover it with another piece of paper, leaving only one-eighth of an inch of the inner sewed margin exposed. Apply a very thin coat of paste to the margin and then carefully insert the leaf in its proper place in the book. Care should be taken that the leaf does not project beyond the other leaves of the book. Close the book, weight it, and let it dry. Trim projecting edges.

Another method of replacing loose leaves, and one to be employed when the leaf to be replaced is of heavy paper, is as follows: Take a strip of paper one-half of an inch wide, and of the same length as the leaf; carefully fold this strip down the center, apply a thin coat of paste to the side of the hinge thus formed, and paste on to the inner or sewed margin of the leaf. When this has dried sufficiently, apply a very thin coat to the other half of the same side of the hinge and put the leaf in its proper place in the book. Trim projecting edges."

As fast as the books are mended or returned from the bindery they are placed in group 1.

**Books in condition for circulation.** Order cards should be made for each title the same as for every new book subsequently purchased. Full information cannot be given in the case of old books as name of donor, cost and date of receipt are often unknown. Author, title, publisher and date of publication can always be noted on the card together with the fact it is a gift.

## SELECTION OF NEW BOOKS

Before selecting new books be sure to know what books are already in the library; also what titles need to be duplicated and what copies should be replaced or rebound.

Every librarian needs the A. L. A. Booklist, published monthly (except July and August) by the A. L. A. Publishing Board, at \$1.00 per year. This gives the best advice obtainable on new books and is so important an aid some Library Commissions send it regularly to libraries in the state free of charge. Every number should be examined and preserved and the ten issues for each year bound in one volume with index. It continues the selection started by the A. L. A. Catalog, 1904, and its supplement, 1904-11. Various states publish from year to year from their library departments or offices of public instruction lists of recommended books for schools, for children, for adults and for special classes. A list of these cannot well be given as every month sees some new one produced or some favorite passing out of print.

The Public Library Commission will at all times furnish such lists and information concerning them. This is all the help the smallest libraries will need in book selection. Larger libraries will want to own the A. L. A. Catalog and to be on the mailing lists for Wisconsin, New York State, Oregon and other booklists. A few catalogs from reliable booksellers are a convenience, but book committees should remember that notices of books appearing in magazines and trade catalogs are advertisements prepared to make the books sell. To learn the real worth of a book from the librarian's standpoint read the book notes in such publications as A. L. A. Booklist, Atlantic,

monthly Book Review Digest, Outlook, Independent, Literary Digest, Dial and Nation.

Whenever a book is suggested for purchase enter all the information easily obtainable on order card and file alphabetically behind a guide card marked "Future orders." When ready to order books look over these cards carefully to prevent omissions, selecting those for present purchase and completing entry on their cards of the necessary information. Compare with cards of books already in the library to prevent unintentional duplication.

Book cards in "Future order" file are sometimes further separated into groups for: (1) Immediate purchase. (2) Reserve purchase. (3) Questioned purchase.

### BOOK ORDERING

Never buy of a subscription agent. Their books cost from one-third to one-half more than they can be bought for elsewhere. The books they offer can be purchased within a year from a second hand dealer for half what the agent charges if not already on the market in some better edition at a lower price.

**Book buying.** Agreements as to book prices are in an unsettled condition and reliable information as to discounts can not be given. The latest information may be obtained by correspondence with the Public Library Commission.

The librarian should always have on hand the latest price lists from several reliable firms. Small or frequent orders should be sent to some convenient book order house. Submit large orders to several firms for competitive bids occasionally. It consumes time and labor unnecessarily for both buyer and seller if all orders are competitive, but enough bids are necessary to keep the librarian posted on which firm will give the best discounts and most satisfactory treatment.

**Order cards.** There are various ways of making up an order for books. The method by order cards herein explained will be found simple, systematic and accurate. The cards neatly made and filed will save the making of a shelf list later. These cards are often furnished free by Public Library Commissions; one must be made for every book in the library.

The card used is shown below :

	Author's name inverted		
Accession No.	_____		
	Title		
Date Ordered	_____		
Of	_____		
	No. of Copies	Vols.	Date
Date Received	_____		
	Edition	Publisher	Price
Cost	_____		
	Recommended by		
Class No.	_____		
	Reviewed in		
L. C. Card No.	_____		

To permit the use of these order cards in libraries organized with some variation of this plan, the card is spaced so that accession number may be written above or below the words and class number may be placed at the upper left-hand corner or below the words "Class No." The most convenient use of the card in libraries newly organized is to place class number in space above "Accession No." and accession number below it. This leaves "Class No." on the lower part of the card a blank.

Small libraries need pay no attention to "L. C. Card No." This is for use in libraries which purchase Library of Congress cards for their cataloging and need to have the L. C. card number for convenience in ordering.

If the cards for non-fiction books are to be filed by class number, this number should be in the upper left hand corner. The question of which is the better form in each particular library should be referred to the Public Library Commission if there can not be a visit made by its organizer.

The following rules should be followed carefully in filling out order cards :

1. Invert the author's name (for convenience in alphabetizing the cards) and enter the full name unless it be some author of prominence as Shakespeare or Dickens concerning whom there can be no confusion of names.

2. Enter short title or catch title of the book. Follow this with name of series if some special series is desired.

3. Give number of copies wanted if more than one.

4. Give date of publication, using n. d. (no date) if unknown, and giving month if it was published within the year. This will enable the watchful librarian to buy economically. The cost lessens at the expiration of the first year of publication.

5. Give name of publisher. The first name in a firm is usually sufficient.

6. Under "price" give prices listed in the advertisements.

7. It will prove a convenience in the future to state by whom the book was recommended and in what publication it was reviewed.

8. Enter the class number as found in the A. L. A. Catalog or Booklist or any of the classed lists from which the book was selected. Enter book numbers if used in the library.

This process is unnecessary in small libraries which have not yet been classified. It requires a librarian with experience or training to keep up classification.

9. If the library is to be cataloged by L. C. cards, enter the L. C. number taken from the A. L. A. Booklist or other source.

This rule (like 8) is not applicable to small libraries.

10. Enter the abbreviation for firm from whom the book was ordered. e. g. McC. for A. C. McClurg & Co.

11. Leave the "date ordered" blank until the letter ordering the books is written so that the dates may agree.

When the order is ready to be sent the dealer the card will read like Form I. (See page 7.)

12: The order cards are now ready to be arranged in alphabetical order by the inverted name of author.

**Order sheet.** Prepare an order sheet from the alphabetized cards to accompany the letter to the dealer. If not type-written, these letters and order sheets should be made on a carbon duplicator so that a copy may be kept in the office. If there is no duplicator, copies must be made by hand. An exact

## ORDER CARDS

7

Accession No.	Author's name inverted PURINTON		
Date Ordered 4-3-'16	Title EFFICIENT LIVING		
Of Wanamaker			
Date Received	No. of copies 3	Vols. (N)	Date 1915
Cost	Edition	Publisher McBride	Price \$1.25
Class No. 170	Recommended by MRS. MARY BROWN		
L. C. Card No. 16-273-4	Reviewed in A. L. A. BOOK LIST, APR. 1916		

FORM I

Accession No. 2594	Author's name inverted PURINTON		
Date Ordered 4-3-16	Title EFFICIENT LIVING		
Of Wanamaker			
Date Received 4-12-'16	No. of copies 3	Vols. (N)	Date 1915
Cost .93	Edition	Publisher McBride	Price \$1.25
Class No. 170	Recommended by MRS. MARY BROWN		
L. C. Card No. 16-273-4	Reviewed in A. L. A. BOOK LIST, APR. 1916		

FORM II

copy of every business letter sent by the librarian must be kept in the library.

### Completed order card.

After checking by bill and accessioning, the order card will appear as Form II. (See page 7.)

The following form will be found satisfactory for the order sheet:

Book order for Public Library, Antler, N. D., May 20, 1916	
Besant—All sorts and conditions of men (Home lib.)—Burt.....	\$1.00
Book of Christmas—Illus. by Edwards.....	Macmillan 2.50
Crawford—White Sister .....	Macmillan 1.50
Emerson—Essays (Cambridge classics) Ser. 1-2 1 v.—Houghton	1.00
Shakespeare—Julius Cæsar; ed. by Porter & Clarke—Crowell....	.75
Who's Who in America—1914-15—Marquis	4.00

Arrange the books alphabetically by name of author.

Before each name put a figure stating number of copies if more than one is wanted.

Enter

author's last name  
short title of book  
no. of volumes  
edition or series  
publisher (abbreviated)  
price

Leave room at the margin after the price for the seller to enter the discounted price.

Be sure the name and address of library and date are plainly written on the order sheet.

In writing to dealers

1. Write on one side of the sheet only.
2. Take pains to have figures and writing legible.
3. Leave space between items and margins on either side for checking.
4. State how books are to be shipped and over what road.
5. Give date, name of library and place.
6. The order should state whether "shorts" are to be sent by express, or mail (expensive processes), forwarded by parcel post, held till the next shipment by freight or whether the entire present order is to be held till the books are all at hand.
7. Always keep a copy of the letter.



The following form of a letter for a book order is recommended:

**PUBLIC LIBRARY**  
**Bismarck, No. Dak.**

June 20, 1916.

A. C. McClurg & Co.,  
330 East Ohio St.,  
Chicago, Ill.

Gentlemen:

Enclosed find book order for Bismarck, North Dakota, Public Library.

Send by freight over N. P. R. R. Hold shorts for next order.

ANNA R. SMITH,  
Librarian.

After preparing the order sheet and letter, file the order cards alphabetically in a box or tray marked "Books ordered."

**Checking bill.** On receipt of your order the dealer will make out a bill giving the list price, discount and cost price for each book ordered and send you. When this bill is received

1. Figure discounts.
2. Foot carefully.

If there are any errors call the attention of the firm to them at once in a courteous manner. If the books are not alphabetized on the bill ask the dealer to arrange the same as your order next time. It will save much vexation in checking the bill. File the bill to use in checking books on arrival.

**Checking books.** When the books are received

1. Unpack, noting if bindings have been damaged in transit.
2. Check by bill received noting number of copies.
3. Compare order cards with title page of books to detect errors in shipment, and to correct any error in author, title, edition, date or other information on the card. If many alterations are needed a new card may be made and the incorrect one destroyed.
4. Enter on the order card date received and cost price from the bill.
5. Cards for books received are now put in the "Books received" file. Cards for shorts are left in "Books ordered" file.
6. O. K. the bill by signing your name and official title and send promptly to the proper authority for payment.

7. Correspond with publisher in regard to imperfect copies which should be returned to him, not to the dealer. The dealer and publisher when in fault bear the expense of exchange. In returning books by mail, send prepaid, and dealer will refund amount. Do not attempt to make any changes for books returned on the face of the bill. You will receive a credit slip which can be applied on payment of future orders.

**Uses of order cards in file.** Cards in the "Books received" file answer many purposes.

1. They are a list of the books in the library arranged alphabetically by the author's name.

2. They are the basis for computing insurance. The value of the contents of libraries is roughly estimated at \$1.00 a volume and insurance is generally for 60 per cent. to 75 per cent. of that amount.

3. They are used to check the books on the shelves in taking inventory.

This applies to fiction which has been alphabetized on shelf by author. If the library has been classified, the class number will be on the card as well as on the book and the cards for non-fiction will need to be re-arranged by class number during inventory.

4. They should be consulted in book selection to prevent duplication.

5. They form an author catalog.

6. They are useful in making lists for the newspapers.

7. They assist the cataloger if slipped into the new book temporarily until the catalog cards are made.

8. From the corrected order cards is made the title list for a title catalog.

9. In some libraries, after the books are accessioned, a shelf list is made from these cards and the order cards destroyed. A shelf list is a list of books in the library arranged in the same order as are the books on the shelves, and the cards composing the shelf list contain accession number, author, title and date. The call number will also appear on the upper left hand corner of the card above "accession number" if the library has been classified. The shelf card contains less information than the order card, and if the latter has been neatly made

there is no need for rewriting as the non-fiction cards can be arranged by class number.

10. They enable the librarian, when a book has been purchased by request, to notify the individual as soon as the book is ready for circulation that he may have the courtesy of the first reading.

11. They may take the place of an accession book.

Great care must be taken that none of these cards are lost or misplaced. A two-drawer covered case may be purchased for filing these cards for less than \$3.00. Until one can be had the cards should be kept in the boxes in which they are purchased or sent from the Public Library Commission office. In a library that is cataloged the order card is shut in the book to furnish necessary information to the cataloger and is returned to the "Books received" file or "Shelf list" after the book is cataloged. In a library not cataloged be sure the order card for a book received does not leave the file of "Books received."

## ACCESSIONING

Books are entered on the accession record in the order in which they are received, thus receiving consecutive numbers known as accession numbers. The accession number of any book is invariably the one following the entry last made and for this book the number remains always the same, never being changed on any records nor given to any other book in the library. Write the accession number taken from the accession record on a fixed page in the book itself. The first page of the first chapter is a good place.

Some librarians prefer to keep an accession book in addition to the order file or shelf list. An accession book is a great convenience and there is no objection to this duplication of records if there is some one with time to start and keep it. It is a list of the books in the library written in a bound book in the order in which they are received. It gives date ordered, author, title, publisher, year, volume, source, cost and often additional information as to gifts, binding, withdrawal and other items of interest. It receives its name from the number entered before each name of author and also in the book itself

which is known as the "accession number." The last number in the accession book will always give the total number of books owned by the library if from it has been subtracted the number withdrawn on account of wear and other losses. This is the strong argument for the keeping of an accession book—that the next accession number to be used is always apparent below the last entry in the accession book. If the accession number has been kept on the order cards, and they have been filed by author or class number, a mistake in numbering is more easily made. For this reason if the order cards are also the accession record great care must be exercised in filing in some definite place the last accession number used. A good plan is to keep it on a card in the front of the order file. Mistakes may be discovered or avoided by consulting the number entered in the last few books accessioned. A numbering machine used only for this purpose will obviate any danger of mistakes. Whether card or book is used for accession record the object is the same—to have a special number for every book in the library and to have it entered in the record and in the book itself. If order card (or shelf list) is used together with the accession book it must be entered in three places—in book, on card and in the accession book.

The author recommends that this record be kept for small libraries on the order cards. It saves valuable time if a library organizer can have several local assistants filling out cards rather than one writing an accession book. It is a great help in work done by amateurs to have it in card form where mistakes are easily corrected and oversights remedied by the simple writing of a new card. It will also later save the time of the local librarian who will be too busy for unnecessary duplication of records. The same information is furnished by an order card as by the accession book and this file will serve all purposes of the accession book and shelf list if carefully kept.

### TITLE LIST

Title cards for each book should next be made from the corrected order cards and filed alphabetically by titles.

In libraries that are cataloged the title list is not needed.

Title cards contain short title of book and author's name abbreviated. If the library is classified the class number is also added.

817		TRAMP ABROAD
	CLEM	ENS, S. L.

The title list is a convenience in ordering books. It also enables the librarian to ascertain quickly whether a book called for is owned by the library. If a book is asked for by title and the librarian is uncertain as to author, the title list gives the author's name and thus locates the book on the shelves. Title cards should be filed alphabetically by title with the author cards.

## MECHANICAL PREPARATION

**Collation.** The book having been selected, ordered, received and accessioned, is now ready for the mechanical processes which prepare it for circulation. The first process in collation is

**1. Opening a book.** Place the book with its back on the table holding leaves with one hand. Open first one cover and then the other with a few leaves alternately from each side, pressing down gently as they open flat until center of book is reached.

**2. Cutting of leaves.** Cut the leaves with a bone or ivory cutter noticing if the paging is consecutive. If the book is imperfect through insertion or omission of contents, correspond with the publisher.

**3. Stamping.** If the book is a perfect copy, mark with the library stamp. This stamp should contain the name of the library, place and state. A rubber ink stamp costs 15c. to 25c. The mark from an ink stamp is easily erased. An embossing stamp costs \$2.25 and is satisfactory, making a permanent impression on the page. A perforating stamp costs \$25.00.

Books are generally stamped twice, once on the title page

and again on some page arbitrarily chosen and always the same.

**4. Pocketing.** Book pockets of strong manila paper cost \$1.75 per 1,000, or \$2.75 if printed with the rules of the library or other suitable matter. Printed and folded ready to paste they cost \$4.00 per 1,000, express prepaid. Larger quantities may be purchased at lower rates.

Fold the pocket carefully on the indicated lines and crease with a bone folder. Paste thoroughly along the edges and fasten squarely on the inner side of back cover of book a little below the center. Close the book and leave it to dry for 12 to 24 hours under pressure. If dating, rental or other slips are to be tipped into the book, paste at the same time as the pocket.

**5. Dating slips.** A dating slip in a book is not essential, but it is so great a convenience and so inexpensive that its use is strongly recommended. Slips of thin white paper, 2 to 3 inches wide and 6 to 7 inches long, ruled and with a suitable heading printed at the top may be bought; or thin strips of unruled and unprinted paper may be used. On these strips is stamped the date due for convenient consultation by the borrower.

**Book cards.** Manila book cards cost \$1.25 per 1,000, and 12c. per 100 extra if sent by mail. Place on the book cards author's name and short title. It will be a convenience in preparing statistics of circulation if a "J" has been placed on an upper corner of cards for juvenile books. If the library is classified, the class number on the book card makes easy the counting of circulation by classes. The card is ruled for entry of date due and borrower's name.

When book pockets have dried, place book cards in their pockets, taking pains at their first insertion to loosen carefully any paste that may hinder the easy entrance of the card. The book, if a work of fiction, is now ready to be shelved.

**Shelving of books.** When books are ready for shelving, divide into fiction and non-fiction. Subdivide each of these groups into adult and juvenile.

**1. Juvenile books.** If possible, arrange juvenile books by themselves on shelves easy of access for the children. A large "J" lettered on the back of the juvenile books is a convenience in keeping them in place. With this exception adult and juvenile books are shelved in the same way.

**2. Adult books.** Fiction needs no distinguishing mark on back of book as it is arranged on the shelf alphabetically by author. If author's name does not show plainly it (or a part of it) should be lettered on the back with black or white ink. In case of several books by the same author, alphabet by title under author. For instance, books by Churchill would stand in the following order:

Churchill  
Coniston  
Crisis  
Crossing  
Inside of the Cup

Markers should be placed on the shelves to indicate where the different letters begin so that borrowers can readily find authors beginning with "A," "M" or any other letter wanted.

Before non-fiction (usually called "class books") can be given final arrangement, each book must be given a class number according to the Dewey decimal system of classification. In large libraries a work number is added, made up from a Cutter number combined with one or more letters from the author's name. In small libraries the class number is sufficient as there are not often more books under one class number than can conveniently be alphabetized by authors. When necessary, mark on back a few letters of the author's name or title of book as needed to distinguish.

**3. Lettering.** Lettering on backs of books is recommended in place of gummed labels. Use black or white ink—whichever will show best on the binding. Use a stub pen and rather thick ink so as to make a heavy mark. This dries quickly and is easily retraced when dim. If coated with thin white shellac after ink is dry it will not soon grow dim. Care must be taken to ink at a uniform height from base of book if a neat appearance on shelf is to be retained. After the class books have been placed on shelf numerically by class number and alphabetized by author under each number, the shelves should be marked by subjects—"Religion," "Botany," "Literature," "U. S. History," and many other topics which will catch the eye and guide readers quickly to the subject sought. †

When a librarian is ready for classification, she should correspond with the Public Library Commission as this part of the work can not be successfully started by one without training in library science.

A general explanation of the Dewey decimal system of classification may be found in the introduction under the general heading, "American Library Association."

## LOAN

The book is now prepared for circulation, but certain formalities are necessary before it can leave the library.

1. The borrower must
  - a. Pledge to take proper care of the book.
  - b. In the case of minors or strangers, some responsible party must guarantee the safe return of the book.
2. The librarian must know
  - a. The full name and address of the borrower.
  - b. The date on which the book was loaned or is due.
3. There must be provisions for
  - a. Fines if books are kept longer than the agreed time.
  - b. Renewal of books at the expiration of specified time.
  - c. Regulation of the number of books to be drawn at one time.
  - d. Special privileges.

**Borrower's agreement.** An applicant for books must first sign an application card. These cost \$3.50 per thousand printed and contain a space for the applicant's full name inverted, his address and his agreement to conform to the rules of the library. In libraries where the librarian can have personal knowledge of borrowers, this signed application card is sufficient guarantee.

A guarantor is necessary for children and is usually required of strangers unless they make a cash deposit of a small sum to be refunded on return of book. The tendency in library science is to dispense with forms whenever possible, and to make the borrowing of books as simple and easy as is at all compatible with their sure return.

**Borrower's register.** The application cards may be filed alphabetically by inverted name of borrower to constitute a record of the library's patrons, or a book known as "Borrowers' register" may be kept. The latter method gives at all



times the number of borrowers and makes easy the counting of new borrowers in the month. If the record is kept on cards, they must be counted to ascertain the number of the borrowers.

**Readers' cards.** These are not essential in small libraries. Their use is intended to do away with the need of writing full names on cards during rush hours in large libraries, to prevent the drawing of more than the permitted number of books and to keep track of date due. In small libraries the librarian will be able to watch the number of books drawn without the making of another set of cards and the dating slip cares for date due.

In loaning books the book card which has been made and placed in the pocket of the book is taken out and on it is written the name of borrower. A date is next stamped on the book card. Some librarians stamp the date taken out, others prefer to stamp the date the book is due to be returned. This is the better way, especially if there is a dating slip in the book on which date due is also stamped for the convenience of the borrower. The book card is then placed in a tray on loan desk.

**Special privileges.** Special privileges are sometimes granted to teachers, club women or other students who need to borrow more than the permitted number of non-fiction books, or to keep them longer than the usual time. It should be remembered it is the librarian's function to encourage the use of books rather than to make or enforce too stringent rules restricting circulation.

**Circulation statistics.** At closing time the book cards for the day are counted. This gives the daily circulation. If the cards for children's books have been marked J it is easy to count the number of adult and children's books circulated. Fiction and non-fiction should also be counted separately.

The keeping of statistics is an important part of the librarian's work. Blanks for this purpose are usually furnished by the Public Library Commission and desired methods explained by the organizer.

**Renewals.** It is customary to renew books for 7 or 14 days when requested. The record is made by entering date on line below previous entry on book card and dittoing the name.

If the renewal is made by telephone or mail, the borrower will need to make entry of the extended date on dating slip in book.

**Fines.** It is customary to charge fines for books not returned by the date due. This fine varies from 2c. a day to 5c. a week. The rules of the library are printed on the book pockets. They should be posted in a prominent place in the library and printed in the local papers until the public is thoroughly familiar with them. Whatever rules the library adopts should be courteously and firmly enforced without partiality.

After counting the book cards for the day and recording the statistics, place the cards in a file which is alphabetically arranged by author. This makes easy the finding of the card when the book is returned. The librarian will need to glance thru files occasionally to watch for books overdue. Borrowers should be notified of overdue books with amount of fine. If fine is not paid on return of book, the amount should be entered on a list kept for the purpose. If a borrower ignores fine notices, it may become necessary to withdraw privileges of the library. An accurate list of names and amount of fines collected should be furnished the library board at regular meetings.

**Rental.** Small libraries can not afford to buy the latest fiction. They should wait for the discount which comes at the end of the first year. On this account some libraries establish a rental collection which consists of new novels rented at 5c. a week. As soon as a book has been rented enough times to pay for itself it is put in the free circulating department. Some libraries make enough by rental to add materially to their book fund. Other communities object to any charge being made for books in a public library. If the experiment is made it is better to begin with only a few books—perhaps half a dozen of the “best sellers”—and enlarge gradually if it proves a success. Rental books should have a label “rental” tipped in by the dating slip. The slip should show the “5c. a week” or “2c. a day,” or whatever is the rental price agreed upon. Rental fines should be double other fines. Cards from rental books should bear a symbol to distinguish them in the file.

**Reserves.** It is customary to reserve non-fiction books on request, holding them a day or two until the person wishing them can be notified that the books are waiting. Books purchased at the request of an individual should be reserved for his first reading. In case of fiction a waiting list is sometimes kept in the order of application.

## WITHDRAWAL

Several causes may lead to the withdrawal of a book.

1. It may have been exposed to contagion.
2. It may be worn past rebinding.
3. It may be lost.
4. It may be a book acquired by gift or otherwise not thought suitable for circulation.

Whatever the cause of withdrawal the process is the same. Make a conspicuous "wd" (preferably in red ink) on every record on which the book has been entered, and add the date of withdrawal. If an accession book has been kept, make the entry in the "Remarks" column. If accession record is kept on other cards, make the entry across face of card. These cards should then be taken from the regular file and kept in the "Books withdrawn" file.

Make an order card for such of withdrawn volumes as are to be replaced and file in "Future orders." If the library is cataloged and the book is to be replaced at once, file the catalog cards with the order cards till the book is ready for cataloging. If not to be replaced, destroy catalog cards.

If the book once withdrawn as lost is found, accession as a new book, giving new accession number.

The withdrawal record is important in keeping track of each book in the library, and also in making possible an accurate statement of total number of volumes belonging to the library.

## CARE OF BOOKS

**Contagion.** Books exposed to contagious diseases such as scarlet fever or diphtheria should be destroyed in the place where exposed and the library should bear the expense of replacing.

**Book supports.** Never stand books on front edges. It breaks the backs. Book supports are necessary to keep books upright on shelves. They cost 10c. apiece or \$7.50 per 100, but soon pay for themselves. The strain on a book which does not stand upright breaks the threads and makes early re-binding necessary. A brick or a block of wood neatly wrapped in heavy paper is used as a book support when the tin ones can not be purchased.

**Oversize books.** Shelving should be made so it can be adjusted to the height of books. Specifications and measurements will be furnished by the Public Library Commission. If shelves are not adjustable, it is often impossible to arrange large books in their proper places. An "oversized shelf" is then necessary to hold all the large books—either fiction or non-fiction. Have lengths of board painted black and lettered in white for author and title standing where oversize books belong on shelves. A label pasted on the side of the "dummy" reads "This book to be found on the shelf for oversized books."

## PUBLICITY

No matter how well administered a library may be it fails in its object if it does not keep the public interested. The local paper is usually willing to insert free of charge any items of news concerning the library. Invitations to come in and look over the books and explanations of the rules governing their circulation should be often published until they become well known to the public. Some librarians keep a standing advertisement in the paper to this effect:

Evanston Public Library  
Corner 10th St. and Ave. A.  
Everybody Welcome.  
9 a. m. to 9 p. m. weeks days,  
2 to 5 Sundays

This is especially desirable for the library which is not open every day or evening in the week. A card to the same effect plainly lettered should be placed prominently in the post office,

in the railroad stations, in restaurants and other public places. Have a large sign at the library so strangers may easily find the place. Conspicuous near the entrance place a card stating the hours open. Make the entrance as attractive as possible so that it may seem to welcome guests. Post outside notice of any special attraction as "Picture exhibit this week."

In preparing notes for publication a few brief items often repeated accomplish more than long articles. Ask members of the community to write out briefly their opinion of new books read and post in the library and print in the papers. Prepare reading lists on timely topics.

In advance of special days such as Lincoln's birthday or Decoration day, prepare lists of books and recitations to suit the day. Invite the teachers to the library some Saturday morning and talk over plans for helping one another. Show them the books you have which will help them on their different subjects. Show them the books for the different grades of pupils. Ask them to notify you in advance when a class is to look up a subject so you may have all the material in the library ready. Ask teachers to bring their pupils by grades and show them how to use the library, how to care for books and how to find them on the shelves.

Ask your board to help you hold an informal evening reception for the public. This is especially enjoyable when a number of new books ready for circulation can be exhibited. Some commissions loan art books, pictures, etc., for such exhibitions.

Have a bulletin board on which you can pin up quickly the attractive paper covers of new books, placing the books themselves on a shelf beneath; or in spring a collection of colored plates of birds; or a series of cartoons from daily papers. Any bulletin that attracts the eye and leads people to read the books you wish to have circulated is a success if it does not require time in preparation. If there is a suitable front window use it for display such as a bookseller would make. These are but a few hints to suggest to librarians methods of publicity. Details of the work vary with the wit and originality of the librarian and the co-operation of the community.

## CLASSIFICATION AND BOOK NUMBERS

Classification is the arranging of books by subjects. An explanation of the Dewey decimal system is given in the introduction and untrained librarians can learn to divide non-fiction into the first ten general groups. Large libraries use Dewey's "Decimal classification and relative index," the 9th edition of which was published in 1915 by the Forest Press, Lake Placid Club, Essex Co., N. Y., and sells for \$6.00. An abridged classification may be obtained at \$1.50 suitable for school and small public libraries. A typed form is sometimes sent by the Public Library Commission, containing the subdivision of class numbers most needed in school libraries as literature and history. Classification is so great a convenience it should be begun at the earliest possible date.

When class numbers are given to books there is generally a Cutter book number added to make up what is known as the call number. If Cutter numbers are to be added, it is necessary to have Cutter's "Three figure decimal alphabetic order table" published by the Library Bureau, Chicago, at \$2.25, or the two figure arrangement at \$1.50. Alphabetic arrangement by authors under class numbers postpones for some time the need of using Cutter numbers in small libraries.

## CATALOGING

Libraries should not begin to catalog until able to employ a librarian with technical training to continue the work. An author and title list may be made, or title cards may be alphabetized into the order file already made. This file will prove a satisfactory index until such time as subject cards and analytics can be made. The Public Library Commission will furnish instruction in making author and title cards and will recommend methods in cataloging.

## STATISTICS

In even the smallest library a few records must be kept. The librarian should be able on short notice to report exactly the

condition of the library to the board. She should prepare a monthly statement of the circulation, books purchased, fines collected, gifts received and special work done. If the accession records have been kept and the circulation is recorded daily there will be no difficulty in furnishing the required statistics. To find the number of books, magazines and pamphlets received in any month foot the entries for that month in their respective accession records. To ascertain the exact number of books in the library at any time deduct the total number of withdrawals from the last accession number.

In many states the law requires annual reports to the city council and to the Public Library Commission. Blanks for recording statistics are furnished by the commission in order to secure uniformity of reports and assistance in filling them out is gladly furnished until the system is understood.

## PERIODICALS

**Newspapers.** Local and state papers and as many as possible from the nearest large cities should always be on hand in the reading room. Local papers can often be obtained as gifts from publishers. State papers and the metropolitan dailies must be paid for unless some public spirited citizen donates them. It is not necessary to accession newspapers. Simply keep a list of those received regularly, stating price, if purchased, or source, if a gift.

**Care of papers.** The best way to care for papers in the reading room is to hang on rods. A simple hanger of rods between which the paper is slipped and the rods fastened together by rubber rings and then placed on a rack, may be purchased or made by a local carpenter. Leave the daily papers on file for three days and the weeklies for one week. To store, fold in quarters and then in eighths and stand upright so that the date shows on the side, and place where they are easily accessible if called for reference work.

**Magazines.** What are the best magazines for first purchase in a small library? This is always a debatable question. Some magazines change character so suddenly that a list prepared one year might need radical revision the next. For that reason titles of recommended magazines are not included in this

edition. Lists and discussions on the subject appear frequently in library literature and the A. L. A. Publishing Board has a pamphlet on the subject, *Walter's Periodicals* for the small library, 10c.

Every library reading room should contain an illustrated weekly, a children's weekly, a popular publication for men and also one for women, one devoted to current events, one on outdoor life, one on geography and travels, one on the world's progress and several devoted to clean short stories and achievements in science, literature, politics and other timely topics.

Never subscribe for magazines singly. Make a list of those desired and send to subscription agencies for club rates. Much money may be saved in this way. Arrange to have all magazines expire in the same month, so that they may be renewed at the same time. If possible avoid the latter part of the year when every one else is renewing.

## MAGAZINES

**Collation and accession.** On receipt of magazines cut the leaves carefully noting if there is any error in paging. Do not enter them on the accession records of books. In large libraries a card is kept for every periodical on which to check the receipt of each number. In small libraries a blank book or even a large sheet on which to enter the name of the magazine with year, and space following to rule for the abbreviation of each month as it is received is sufficient.

1916	Ja.	F.	Mr.	Ap.	My.	Je.	Jl.	Ag.	S.	O.	N.	D.
Century ...	✓	✓	✓	✓	✓							
Scribner ..	✓		✓	✓								
Youth's	✓✓											
Companion	✓✓											

Make a check mark each month as received. If the periodical is a weekly, make a mark for each week.

**Magazine holders.** Good and inexpensive magazine holders are made by several firms and their use is recommended,



Prices and addresses will be furnished by the Library Commission on application. Magazines should be left on the reading table at least a month. Some libraries keep the current number and the one preceding it together in a binder.

**Magazine circulation.** Magazines no longer needed on the reading table are loaned for short periods, usually 3 to 5 days.

If the magazine is to be circulated, make a slip on which is written title of magazine, month and year, and keep on this slip the record of borrower. Unless binders are used, the magazine covers should always be strengthened by one of the following methods. Cut heavy manila paper about six inches longer than necessary to go around the magazine so as to fold over three inches on the longer open edges, i. e. if magazine measures 8x12 the strip must be 12x22. Fold to crease the center, cover magazine back with paste and place in center of manila cover. Turn over—lapping edges of manila down over a few of the advertising pages and paste firmly. Paste the magazine cover on the outside of the manila cover. This method of covering is strong and durable, but fastens together several pages of advertising. The table of contents should be removed and tipped in again on first page.

Another method is to cut two pieces of manila paper the size of the cover and paste on the inner side of each cover of the magazine. A narrow piece of coarse cheese cloth or sizing is sometimes pasted over the back to strengthen the hinge. This method makes a more attractive looking magazine, but is likely to come loose at the back and need repasting.

Some librarians find that pasting the covers and a few advertising pages together will answer.

During the months the magazine circulates it is convenient to have them stand on the shelves in pamphlet boxes. When no longer in demand for circulation the magazines should be tied up strong manila paper to await binding. Tie in one package the number making a volume—usually six. Write plainly on outside of package the name of magazine, months and year and whether the set is complete. Missing volumes and numbers needed to complete a set may be obtained second hand and usually at less than published price from various dealers. A list of the principal ones is here given:—

Abraham's Book Store, 145 4th Ave., New York City.  
The Boston Book Co., 83 Francis St., Boston.  
Cut Rate Book Co., 21 E. 3rd St., Cincinnati, O.  
DeWitt & Snelling, 1609 Telegraph Ave., Oakland, California.  
W. S. Houghton, 64 New Park St., W. Lynn, Mass.  
Hub Magazine Co., 110 Tremont St., Boston, Mass.  
International Magazine Company (for technical periodicals), Elizabeth, N. J.  
Philadelphia Magazine Depot, 326 N. 10th St., Philadelphia, Pa.  
F. C. Schottin, 62 E. Huron St., Buffalo.  
H. W. Wilson Co., White Plains, N. Y., and Minneapolis, Minn.

**Binding.** No work in the library requires more technical skill than the arrangement of magazines for binding.

1. **What magazines to bind.** The small library should not aim to have full sets. They are the luxury of the private collector and the library of ample means. They involve too much expense in procuring, binding, shelving, and many of them are of little actual value in to-day's work. "Is the magazine indexed?" is the first question to consider in binding. Large libraries will have the Readers' Guide which indexes about 75 magazines and is sold at special rates to each library according to the number of indexed magazines for which the library subscribes.

Small libraries can sometimes obtain from larger ones their discarded bi-monthly numbers after the annual cumulation has been bound.

Oversize magazines such as Ladies' Home Journal, Collier's Weekly and Saturday Evening Post and Youth's Companion are better worn out in circulation in the small library as they do not fit shelves and are not conveniently handled as books and (excepting the first) are not indexed in Eclectic Catalog or Readers' Guide.

2. **What years to bind.** Begin the year preceding the current one and bind back as far as the special needs of the community require. Back to 1900 is far enough for most magazines. Harper's Monthly from 1880 to date is useful for club and reference work.

3. **How to bind.** There is great variety in the magazine issues. Some begin their volume number in November; more begin in January. Some have 3 or 4 volumes to the year; most have only two volumes. Some have changed size several

times as the Chautauquan. The Survey, McClure's and the American have enlarged. Several have been absorbed by another magazine as the Scribner's Monthly by the Century in 1882. Scribner's Monthly published 22 volumes and then was sold to the Century Company which changed the name to Century. Volume 23 is bound as Century, old series 23, new series 1. Hence the lettering on the back:

O. S.

23

N. S.

1

Chas. Scribner's Sons began another magazine called Scribners Magazine in 1887. This is still published and has no connection with Century.

Some magazines send an index to be bound in each volume. With others it must be applied for. Some libraries bind cover, contents and advertisements all at the back of bound volumes; others save no advertising matter or only a characteristic month, as the holiday number. Others consider advertisements a vital part of a modern magazine and bind just as received. Some use cover before each month's issue. These are but a few of the details that must be considered in the accurate binding of magazines. There are many complications of paging. Each magazine must be studied for its peculiarities before the numbers are finally tied up and the instructions for the binder completed. Binding slips on which to enter explicit directions for each volume cost only 10c. a 100. Three-fourths leather is the best binding for magazines. This gives corners and back of leather. Library buckram looks well and wears well, and is to be preferred to leather on volumes which are not to have constant use. Magazines should remain a month at the bindery to prevent warping on shelves.

As soon as magazines are bound they are withdrawn from the magazine record and accessioned and circulated as any new book.

## PAMPHLETS

**Pamphlets.** Enter on a strip of card board or on a "p slip" author's name abbreviated and short title of pamphlet (to keep

in pamphlet when on shelves) and circulate the same as magazines, or pocket and circulate the same as books. Place the accession number or the classification number (if library is classified) on the outside and inside of pamphlets and arrange them on shelves the same as books, i. e. alphabet them in by authors if books are shelved in that way or arrange with subjects if the library is classified. Pamphlets may be grouped the same as periodicals in labeled pamphlet cases and placed on the shelves at the end of books on that subject. Pamphlet boxes if they can not be obtained from the local dealer may be purchased from Schultz Paper Box Company, 618 Superior St., Chicago. Size 4x10x7 costs \$6.00 per 100. Or from the Democrat Printing Company, Madison, Wisconsin, as follows:

No. 0, 9½x7x3 cost 18c.

No. 1, 11x7x3 cost 21c.

No. 2, 12x9x3 cost 24c.

Thirty-three and one-third per cent. discount on lots of 10 or more.

Single pamphlets for circulation may be enclosed in covers of stiff manila paper or pasteboard, laced or tied in with tape. The number under which it circulates should then be placed on the outside of the cover. When a pamphlet is bound withdraw it from its accession record, erasing from the pamphlet the number it had as a pamphlet and writing in the new number which belongs to it in the accession record of books.

## Part II

### LIBRARY EQUIPMENT

#### LIBRARY BUILDINGS AND FURNISHINGS

**Buildings.** The assistance of the state organizer should always be asked in planning library buildings. The improvements in library architecture are so rapid only the specialist can keep up with them and the details of planning that would be overlooked by building committees will be supplied free of charge by the organizer and will make a great difference in economy and convenience of administration thru the years.

Every library should make as large a collection as possible of post card pictures of libraries. They make an interesting exhibit and prove valuable when building is contemplated.

**Carnegie buildings.** The generosity of Andrew Carnegie has made possible the erection of many library buildings. The amount of his gift to any community is based on population, usually not over \$2.00 per capita being given. The city must guarantee an annual maintenance fund equal to at least ten per cent. of the cost of the building. A \$15,000 Carnegie building must have at least \$1,500 a year for running expenses. The Carnegie Foundation does not buy the lot. Its library secretary is J. E. Bertram, 2 East 91st St., New York City.

Towns should not be in haste in assuming perpetual responsibility for a building that may prove more expensive than they need. In the development of a library, books and the personality and training of the librarian are first. A building comes later.

**Furnishings.** In a new library building the shelves are generally built in and most of the furnishings are included in the specifications. If bare rooms are to be furnished the board and

the librarian must consider many details of furnishing, heating and lighting. Heat and light are governed by local conditions. If possible have rooms in some public building where heat and light will be free. If the city does not furnish rooms, choose a central location and make it attractive and conspicuous.

**Floor covering.** Cork carpet or battleship linoleum is the most satisfactory floor covering for libraries, to deaden sound and prevent dust. It should be cut large and laid down loose for several weeks until it shrinks or expands as the case may be and then tacked very close. Oil before using with boiled linseed oil and turpentine in the proportions of one-half pint of turpentine to one quart of oil. Rub in thoroughly with a brush. Oil once a year. Clean frequently with warm soap suds. Choose a piece without pattern and in the best quality. If it can not be afforded for the whole room, use strips where the most walking is done. It may be obtained from local dealers or from any large mail order house.

**Tables.** Tables for adults should be 30 inches high with tops 3x5 feet. Round tables sometimes add to the attractiveness of a room, but they usually cost \$5.00 more than oblong tables. When round tables are used, the tops should be 5 feet in diameter.

Tables in a children's room should be 22, 26 and 30 inches high with the same dimensions for the tops as those used in the adult department. Furnishings made especially for children should be used whenever this is possible since cut down furniture is never satisfactory.

**Chairs.** The seats in children's chairs should be 14, 16 and 18 inches from the floor to correspond with the height of tables. Chairs should have rubber tipped castors. A curve in the seat adds to the comfort of straight chairs. A few arm chairs or rockers are desirable in the reading room but not at the tables.

**Loan desk.** If a regular loan desk can not be purchased, a business desk containing drawers fitted to standard size cards and papers will answer. Sometimes a table must be made to serve the purpose of a loan desk, and this can be arranged by using covered pasteboard boxes of standard size for holding cards and records. There must always be a place to lock up

fine money and a safe deposit for permanent records of accession and registration. The loan desk should not be more than 24 inches wide and 36 inches high.

Additional furnishings are given in the order of importance to the small library. Many of them can be made with little expense by the local carpenter. The Public Library Commission is always ready to furnish suggestions and specifications.

**Newspaper files.** The simplest form is a rod the length of the newspaper suspended along the wall over which the paper may be hung when not in use. Atwater newspaper rods are inexpensive and fairly satisfactory although tiresome to hold long in the hand.

**Magazine rack.** Plans and blue prints will be sent by the Public Library Commission on application.

**Movable bulletin board.** An upright wooden frame having the upper part filled in with burlap or linoleum on which to pin pictures, posters, etc., and beneath it a shelf for displaying books is especially desirable. If one side can be burlap and the other blackboard it is even better. The uses of such a piece of furniture are numerous, serving as a partition, a screen, an aid in posting notices and reading lists, in displaying new books, in illustrating talks or story hours and when not in use it can stand against the wall, requiring little space, or in good weather can be placed outside the entrance with a notice of some special attractions on its blackboard.

**4. Catalog cases.** These will soon be an essential in the growing library. Buy only the best. Do not try to economize in the catalog or cases. The catalog involves too much expense in the making to be exposed to dust or dampness or danger of loss. Write the Library Commission for suggestions.

5. A combination hat and umbrella rack should stand near the door within plain view of the librarian's desk.

6. A five-wheel truck with sloping shelves on which books may be displayed or moved easily about the library is a great convenience.

7. A movable seat facing both ways, the back between being high enough to form a partial screen is convenient to place between the divisions of children's and adult's reading rooms.

**SUPPLIES**

The supplies needed for the various processes described are given below in two divisions: 1st. Those essential without which the work can not be done, and 2d. Those desirable which make the work easier or the results more satisfactory.

**Desk supplies.****Essential**

Black ink, Carter's "Koal" preferred

Red ink

White ink

3 penholders

Any pen points preferred

Blotters

Paste

Calendar

Pencils

Ink eraser—steel or spun glass

Rubber eraser

Shears

Soft cloth for dusting (3)

Pins

Clips

Rubber bands

**Desirable**

Extra penholders, cork

Covered ink well with wide opening

Desk Blotters

Tube of Dennison's art paste or Sanford's library paste

Card tray for notes, memoranda, etc.

Red pencil for checking

"P slip" pads

**Book order supplies.****Essential**

Order cards. Obtain from the Public Library Commission

Box for filing order cards. Save box in which the cards are received

Letter paper and envelopes, business size

Stamps

Letter file

**Price lists from**

A. C. McClurg & Co., 330 East Ohio St., Chicago

St. Paul Book & Stationery Co., St. Paul, Minn.

Wanamaker, New York City.

**Desirable**

Tray and guides for filing order cards



Have a catalog of library supplies from the Democrat Printing Company, Madison, Wis., and Gaylord Bros., Syracuse, N. Y., for price lists of all kinds of trays and cards.

Stationery with name of library, city and state, printed or engraved, as heading is desirable; also stamped envelopes to correspond.

A typewriter is a great assistance in library work if it has a card attachment. If there is no typewriter there should be a carbon duplicator.

### **Collation and accession supplies.**

#### **Essential**

Bone or ivory leaf cutter, broad flat blade preferred

Ink stamp with name of library, place and state

Ink stamp pad

Accession book if one is to be used

Catalog cards for making title list of books. Ruled if in long hand; unruled if by typewriter.

#### **Desirable**

Embossing stamp in place of ink stamp which is easily erased

### **Mechanical preparation supplies.**

#### **Pocketing**

##### **Essential**

Book pockets unprinted

Bone folder

Paste in quantity. See "Economies for small libraries" for recipe

Camel's hair brush for paste

Soft cloth

Strips cut for dating slips

Book cards

##### **Desirable**

Book pockets printed with rules of library

Rental slips—3 day, 5 day, etc.

#### **Labeling**

##### **Essential**

Black ink

White ink

Stub pens

Shellac

Brush

**Loan supplies.**

## Essential

- Application cards
- Set of library dating pencils
- Boxes for filing
- Bristol guides
- Postals for sending notices

## Desirable

- Borrowers' register
- Trays for filing
- Postals printed
  1. For notices of books due
  2. To notify individuals of books reserved
  3. To acknowledge gifts

**Withdrawal supplies.**

## Essential

- Red ink

**Cleaning supplies.**

## Essential

- Cheese cloth
- Pure white soap
- Basin for water
- Powdered pumice stone
- Erasers

## Desirable

- Brush for shellac— $\frac{1}{2}$ -inch preferred
- Art erasers
- Shellac

**Mending supplies.**

## Essential

- Transparent adhesive parchment paper or onion skin paper for repairing torn leaves
- Opaque gummed paper for tipping or attaching loosened leaves
- Paste
- Brush
- Soft cloth
- Shears
- White paper cambric

## Desirable

## Mending outfit

The repairing kit sold by the Waldorf Bindery Co., St. Paul, at \$2.50, express prepaid, is a great convenience and soon saves its cost if books are mended at the first sign of wear.

**Publicity supplies.****Essential**

Bulletin board

Dennison's ticket pins, Nos. 25 and 27. These may be used in burlap and billiard cloth without injuring the wall behind it.

Thumb tacks

Cards in public places

Reading lists

Personal contact with the public

Set of rubber letters for printing. A. C. McClurg & Co., Chicago, \$1.80.

**Desirable**

Use of local papers for advertising, reading lists and library notes

Book reviews pasted in books

Story hours, special hours with teachers at the library and in school

**Cataloging and classification supplies.** The essentials for these processes have been given under classification and book numbers. On application the Public Library Commission will furnish detailed estimate of supplies fitted to the size of library.

**Periodical supplies.****Essential**

Blank book for keeping list of periodicals and pamphlets

Manila paper for covering magazines

Heavy wire hung on the wall will hold papers when not in use

**Desirable**

Newspaper files and magazine rack

Magazine binders

For keeping magazines and pamphlets on shelves, Schultz pamphlet boxes. H. Schultz & Co., 618 Superior St., Chicago, \$6.00 per 100.

**Statistic supplies.****Essential**

Sheets ruled for record and summary of daily circulation, furnished by the Public Library Commission.

Blank book for keeping fine record, rentals and cash expenditures.

## Part III

### SPECIAL AIDS

#### ECONOMIES FOR THE SMALL LIBRARY

**Books for the blind.** The blind in any part of the United States can obtain the use of volumes in raised characters free of charge by making application to the Wisconsin Free Library Commission. The United States Government carries books for the blind thru the mails without cost for postage. This aid to the blind is made possible by the generosity of Judge Pereles and Thomas Jefferson Pereles, Milwaukee, Wisconsin, in commemoration of the birthday of their mother. Their only specification is that all the books circulated shall have cheerful contents. The Philadelphia Public Library also circulates books for the blind on application.

**H. W. Wilson Company, White Plains, N. Y., and Minneapolis, Minn.** The activities of the Wilson Company have increased to a point where it is no longer possible to give in a pamphlet of this size a complete list of their publications. Their latest leaflet should be always at hand as it lists many essential aids in library work. Besides the "Cumulative book index," "Readers' guide to periodical literature" and "Book review digest," their "Debaters' handbook" series and the clippings from their package library will be found especially helpful.

**Democrat Printing Company, Madison, Wisconsin.** This is the nearest supply house for the northwest and their price list should be kept in a convenient place for frequent consultation. They can furnish all the supplies needed in small libraries.

**Gaylord Bros., Syracuse, New York.** The price list of this firm and their pamphlet entitled, "A Simple card charging

system" are a great help to the untrained librarian. They give lists of supplies for school libraries and prepay express on orders.

**Pockets.** Before worn out books go to the bindery, remove the pocket if not too soiled to use again in the rebound book. This saves not only the cost of the pocket but the labor of preparing another.

**Pictures.** When books are worn beyond rebinding there are often pictures in them which can be trimmed and mounted on pasteboard and used for posters or grouped for use with schools and clubs. Prepare short reading lists to accompany them.

**Magazine covers.** A light fiber express paper is best for magazine covers. If cut at the printing office into sheets the size to use much vexation of spirit will be avoided.

**Paste.** Paste in good working order should always be on hand. The following recipe for library paste if carefully made is satisfactory:

- 1 tablespoon of alum
- 1 quart of water
- $\frac{1}{2}$  pint of flour
- 20 drops of oil of cloves

Mix the flour to a smooth cream with a small quantity of the cold water. Dissolve the alum in the remainder of the water and bring it to a boil. Stir in the cream and cook for 20 minutes, preferably in a double boiler. Stir constantly while cooking. Remove from the fire. Strain and add oil of cloves. Keep covered in a glass jar.

**Brushes.** Clean in alcohol. Water loosens the bristles. Have separate brushes for shellac ( $\frac{1}{4}$  inch), varnish ( $\frac{1}{4}$  inch) and paste ( $\frac{1}{2}$  inch). Keep clean and soft.

**Magazine extras.** For magazine title pages, contents, indexes, clean covers, etc., write the publishers or F. C. Schottin, Buffalo, N. Y. He also keeps a stock of back numbers in magazines for completing sets.

**Dusters.** Have squares of cheese cloth hemmed for dusting. These can be washed. Sprinkle or dip in water and wring as dry as possible before dusting books.

**Newspapers.** The local editor will often give the library his

exchanges if they are sent for regularly and this is a great help to the reading table.

**Second hand books.** When the book fund is small it may be made to purchase more books by patronizing second hand dealers. There are several firms who handle "remainders" or shelf-worn books which will last as long in circulation and cost from one-third to one-half less than books from the regular stock. The saving is especially noticeable in the more expensive books such as dictionaries, encyclopedias and works of reference. Some firms send monthly or special lists of the bargains on hand. It is well to keep informed on the lists from such firms as

Himebaugh & Browne, 471 Fifth Ave., New York City.

Henry Malkan, 42 Broadway and 55 New St., New York City.

McDevitt-Wilson Bargain Book Shop, 30 Church St. (Hudson Terminal Bldg.), New York City.

Torch Press, Cedar Rapids, Iowa.

Union Library Association, 44-60 E. 23d St., New York City.

H. R. Hunting Co., Springfield, Mass.

**New books.** If the small library cannot purchase new books as fast as needed to keep up interest, write the Public Library Commission for a loan of books. A traveling library, a club library, a farmer's library or a special collection of books to suit the needs of the community will be sent for the expense of transportation.

**Shelving.** Rule for estimating the capacity of shelving. Allow one-third of the space for growth. A foot of shelf will hold an average of 10 books of fiction or 8 class books. Seven shelves 36 inches long will hold 210 ordinary sized books or 168 class books not allowing for growth.

**Time and labor.** An economy of time that is growing in favor among trained librarians is disuse of capitals and punctuation marks whenever clearness of meaning is not thereby sacrificed. Broadly speaking, capitals are used for proper names, at the opening of sentences and in the first word of direct quotations. Titles of books and names of societies and firms have only the first word capitalized unless a proper name.

Punctuation is omitted wherever possible especially the period in typewriting which not only saves time but also the constant puncturing of the cylinder.

A glance at recent publications is enough to show that these rules are not always followed in library literature but the librarian who aims to become scientific should adopt catalog rules for capitals and punctuation and be consistent in their use. The fourth edition of Cutter's rules for dictionary catalog will be found a valuable guide. An American edition was issued by the A. L. A. Publishing Board in 1908.

## PUBLIC DOCUMENTS

Public documents should be handled with moderation. Not many libraries have time or space for complete sets. Study your community and send for bulletins on subjects in which it is interested. Watch the monthly index to public documents and send for any you think you can use. If in doubt where to send write your congressman. Thru him is usually the quickest way of securing a government publication if it is a recent one. The surest way is to apply to the Superintendent of Documents, Washington, D. C. There may be some delay but he will secure it for you if it is possible. Another way is from the department that publishes the article or report wanted. Write freely for documents and discard as freely if on receipt they do not prove of value in your library. Place the ones sifted out as of use on the shelves with their subjects and circulate the same as other books and pamphlets. If you have on hand many public documents not of use, write to the Superintendent of Documents and he will send sacks and franks for their return.

The publications of the Department of Commerce and Labor are interesting and valuable dealing with all subjects relating to the laboring classes such as housing of the poor, food, increased cost of living, child labor, woman as a wage earner and many related live topics. The Public Library Commission will send Wyer's "U. S. Government documents in small libraries" on request.

## REFERENCE WORK

The fundamentals of good reference work are a persevering librarian and an up to date dictionary, the World's Almanac, Readers' Guide and various sets of the first class magazines,

covering a period of years if possible as far back as 1900. With these tools many of the questions brought to the library can be answered. The following list of reference books is recommended for general use:

1. Dictionary. Webster's New International, latest edition, or Standard .....	\$ 12.00
2. New International Encyclopedia. 2nd edition .....	110.00
3. Century dictionary, 1911. (This includes the volume of maps and the volume on names) .....	75.00
4. Who's Who in America .....	4.00
5. World's Almanac .....	.45
6. Tribune Almanac .....	.25
7. Bliss' New Encyclopedia of social reform .....	7.50
8. Phyfe's 5,000 facts and fancies .....	5.00
9. Statistical abstracts. (U. S. Bureau of Statistics) .....	Free
10. Hoyt's Cyclopedia of practical quotations .....	6.00
11. Walsh's Curiosities of popular customs .....	3.50
12. Peck's Harper's dictionary of classical antiquities .....	6.00
13. Bryant's Library of poetry and song .....	5.00
14. Brooking's and Ringwalt's Public questions .....	1.25
15. Statesman's yearbook .....	3.00
16. Congressional directory .....	.30
17. Woods' Quotations for occasions .....	1.50

There is economy in buying reference books second hand. Most of the books in this list can be purchased for about one-half the listed price from second hand dealers in sets practically as good as new.



## Part IV

### APPENDIX

#### ORDER OF PROCEDURE IN ORGANIZING SMALL LIBRARIES

1. Discard books worn or otherwise unfit for circulation.
2. Clean and mend books retained.
3. Stamp books on title page and one other page.
4. Make an order card for every book.
5. Place accession number on order card, in book and on accession book if one is kept.
6. If books are to be circulated, paste pocket and dating slip in every book.
7. Make book card for pocket.
8. Separate adult and juvenile books.
9. Ink "J" on back of juvenile books and on book card in pocket.
10. File order cards alphabetically by authors. (Up to this time the card has been kept shut in the book.)
11. Arrange adult fiction on shelves alphabetically by author. If author's name does not show plainly, ink enough of it on the back of book to make alphabetizing easy.
12. Arrange juvenile fiction in same way as adult fiction on shelves convenient of access for children.
13. Label shelves plainly "Fiction," "Juvenile" and other signs to help borrowers locate books readily. After books are alphabetized on shelves, fasten large "A," "B," "C" and other letters on shelves so authors may be quickly found.
14. Non-fiction books should now receive their class number which has been put by organizer on the inner cover and should now be inked on the back of the book. It should also be placed

on order card and on book card. Use stub pen and thick ink in lettering books. Coat when dry with white shellac thinned with denatured alcohol.

15. Arrange non-fiction on shelves by class number and alphabet by author. All books marked with the same number—as 973—should stand in the same place with authors arranged alphabetically as Adams, Bancroft, Fiske, etc. The shelf should be plainly labeled “U. S. History.”

16. Arrange juvenile non-fiction the same as adult. Use plenty of shelf labels,—“Birds,” “Flowers,” “Games,” etc.,—to increase interest in books.

17. Make title card to add to order file of author cards, or type new author and title cards.

18. In loaning books, take the book card from the pocket, stamp on it date loaned, or, preferably, date due. Write on it name of borrower and place the card in the file. Date due should also be stamped on the dating slip in the book.

19. When book is returned, take book card from the file and write on it opposite borrower’s name the date returned, or cancel name with a stamp, and return card to pocket.

20. At close of the day the cards from books loaned during that day should be counted and the result entered on the statistic sheet. Adult and juvenile circulation should be counted separately and class books and fiction should be counted separately. It will be easy to keep record of books circulated in each class since the class number has been placed on the book card. If these figures are counted and recorded after every opening of the library, there will be no trouble in keeping accurate monthly and yearly statistics for the report. After the day’s circulation has been counted file the book cards alphabetically by author among other cards awaiting return of their books.

21. A list of names and addresses of borrowers should be kept and names of new borrowers added daily.

22. Borrowers should sign an application card or an agreement to return the book promptly in good condition or pay the usual fines.

## 23. In ordering new books:

- a. Select books
- b. Make order cards
- c. Prepare letter
- d. Figure bill when received
- e. Check books when received with bill
- f. Open and stamp, looking for imperfections and errors in binding
- g. Proceed as with old books from Direction 5.

The methods used in these various processes are explained in Part I.

## ABBREVIATIONS

A few of the abbreviations commonly used by librarians are given below:

a	author
A. L. A.	American Library Association
Abr.	abridged
C. B. I.	Cumulative book index
cd	card
ch	chapter
co	company
col	collation
comp	compiler
dep't	department
e. g.	for example
ed	editor, edition
enl	enlarged
i. e.	id est (that is)
illus	illustrator, illustrated
imp	imprint
L. C.	Library of Congress
Lib. Bur	Library Bureau
ms. mss.	manuscript, manuscripts
n. d.	no date
O	Octavo
pl	plate
por	portrait
pub	published, publishers
Q	Quarto
rev	revised
sup't	superintendent
Sup't of Docs.	Superintendent of Documents
t	title

t. c. ....	title card
t. p. ....	title page
tr. ....	translated, translator
v. ....	volume

Days:

Su. M. Tu. W. Th. F. St.

Months:

Ja. F. Mr. Ap. My. Je. Jl. Ag. S. O. N. D.

## GLOSSARY

Below are given the meanings of terms used in this pamphlet as understood by librarians:

- Accession.* To accession means to enter in the order of acquisition on a permanent record of all books belonging to the library.
- Accession book.* A book in which is kept a permanent record of every book belonging to the library.
- Accession number.* The number given to a book at the time the book is entered in the accession record. This number once given to a book is never changed in that library.
- Accession record.* A permanent record of books in the order of acquisition. It may be kept in a book or on cards.
- Analytics.* Bringing out the contents of a book so that the various subjects treated will appear on catalog cards.
- Author abbreviation.* Author abbreviation is the use of the surname with the given name in full if only one; or the surname with initials of given names if more than one; e. g., Thomas Jefferson, T. B. Aldrich.
- Author inversion.* Author name inversion is the placing of the surname first followed by the given name or initials; e. g., Roosevelt, Theodore. Longfellow, H. W.
- Book card.* A card on which is written the title of the book and its author. Book cards for non-fiction books also contain class number. Book cards for juvenile books are marked "J." This card is kept in the pocket of the book when the book is in the library.
- Book number.* Letters, figures or a combination of both which distinguish a book from every other book in that class.
- Book pocket.* A pocket pasted in the book in which to keep the book card when in the library and the reader's card (if one is used) when in circulation. The book pocket usually has printed upon it the rules of the library.
- Bristol guides.* Aids interspersed in card catalogs or lists to help the eye in locating quickly the subject sought; usually a card of a different color and height from the other cards used and having a letter, number or word conspicuously lettered on the upper edge.
- Call number.* The call number of a book is the class number combined with the book number.

*Catalog.* A list of books in the library alphabeted under author, title and subject.

*Catch title.* See *title*.

*Charging.* Making the necessary entries on book card, dating slip (and reader's card if used) when book is loaned.

*Class number.* A class number is figures or combination of figures and letters which indicate the subject matter of the book.

*Classed list.* A list of books arranged by the subject of which they treat. They are usually designated by figures according to the Dewey decimal system of classification.

*Collation.* Verification of imprint and examination of condition of books.

*Cost.* The cost of a book is the amount actually paid for it after discounts have been deducted. See *price*.

*Dating slip.* A strip of thin paper about 3x7 inches fastened opposite the pocket in a book on which to stamp the date due.

*Dealer.* The individual or firm selling a publication. Some firms publish a book and arrange with dealers to sell it; others both publish and sell their own output. Others publish a few titles and deal extensively in the books of many publishers, as A. C. McClurg and Company, Chicago, and Baker and Taylor, New York. Others are dealers only, as the St. Paul Book and Stationery Company, St. Paul.

*Discharging.* A book is said to be discharged when the record of its return to the library is made on the book card, dating slip and reader's card (if used).

*Duplication.* Books are said to be duplicated when more than one copy of the same title is added to the library.

*Edition.* A reprinting with any change of the original text is another edition.

*Impression.* A reprinting of a book without change is called an impression.

*Imprint.* Imprint includes the name of publisher of a book, the place where published and the date of issue.

*List price.* The price at which a book is quoted in the catalog.

*Net price.* The lowest price for which a book can be purchased.

*Order card.* A card for each book containing full information concerning it.

*"P" slip.* Paper 3x5 inches, convenient for making notes and filing with cards.

*Price.* The price of a book is its quotation at retail. If a book is listed in dealers' catalogs at \$1.00 and sold to the libraries at 75c., \$1.00 is the price and 75c. the cost.

*Publisher.* The individual or firm printing or publishing a book. Some publishers are also dealers. See *dealers*.

*Reading list.* A list of books and articles on a subject selected to interest and help special readers and students.

*Recto.* The page at the right hand after title page has been turned down.

*Remainders.* Remnants of stock closed out by publishers to dealers and by them sold at second hand prices.

*Shelf list.* A list of books arranged in the order in which they stand on the shelves.

*Short title.* See *title*.

*Shorts.* Books which the dealer has not in stock when an order is received and which must be delayed in shipment.

*Standard size.* By standard sizes the librarian means paper in P. slips 3x5 inches, or L. pads 8x10 inches. These fit conveniently into card trays and folders.

*Tipped in.* A leaf or a strip of paper is said to be tipped in when it is fastened into the book by pasting slightly on one edge.

*Title.* The name of a book as given by the author on the title page. Books are often known by a short title or catch title which is a condensation of the true title.

*Title page.* The front page of a book on which appear title, author's name and imprint.

*Withdrawal.* Taking from the records entry of books which have been permanently removed from circulation.

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